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RETURN TO

RECORDS MANAGEMENT DIVISION

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Regulations Control Staff

DATE: 4 March 1955

FROM : Chief, Records Management Division

SUBJECT: Records Management Division Review of Proposed Regulations and Handbooks Involving Forms and Reports

1. In most instances we are not apprised of regulatory material involving reports and forms until the material is routed for coordination. While it is not too late then to recommend improvements, I feel that there are these advantages to a review prior to coordination:

- a. We can assign form numbers and titles thus making possible reference to forms by their designations in the coordination draft.
- b. The design of a form may affect the procedure it implements. The coordination draft should therefore reflect as near as possible the ultimate design of the form.
- c. The need for reports, which again, may have a bearing on the need for forms, should be established prior to coordination.

2. If you concur in this recommendation for our prior review we shall make every effort not to delay the editing and coordination processes.



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<input type="checkbox"/> ACTION	<input type="checkbox"/> DIRECT REPLY	<input type="checkbox"/> RETURN
<input type="checkbox"/> COMMENT	<input type="checkbox"/> PREPARATION OF REPLY	<input type="checkbox"/> DISPATCH
<input checked="" type="checkbox"/> CONCURRENCE	<input type="checkbox"/> RECOMMENDATION	<input type="checkbox"/> FILE

Remarks:

*Discussed with [redacted]
Memo. determined not necessary.
notified [signature]*

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